



NOTICE OF JOB OPENING

The mission of the Harris County Auditor's Office is to be an independent and progressive organization recognized for professionalism in carrying out the County Auditor's statutory duties and responsibilities.

JOB TITLE: Admin Clerk

POSITION#: 6106022002

DEPARTMENT: Accounting – Accounts Payable

JOB DESCRIPTION: Accounts Payable Clerks serve as the primary processors for entry of invoices into the accounting system, within a high – volume, deadline driven organization. Duties include, but not limited to processing claims for payment according to established procedures, review documentation, resolve issues to ensure timely processing, and maintain files.

WHAT WE OFFER:

- Competitive salary of up to \$16.00 per hour
- Excellent Benefits and Wellness programs
- Zero-Premium Employee Only Medical Plan
- Outstanding Retirement Program
- Continuing Professional Education available
- Collaborative Environment
- Corporate Memberships
- Subsidized Transit/Commute

WHAT WE ARE LOOKING FOR: Qualified candidates must have a high school diploma or equivalent, and two or more years of accounts payable experience.

Ideal candidate must possess:

- Excellent verbal and written communication skills.
- The ability to plan and organize work, perform under pressure, and meet deadlines.
- Ability to type 35 words per minute, and 10 – key by touch.
- Above average problem-solving, critical thinking and analytical skills.
- Proficiency in the use of MS Office and complex accounting and auditing software.
- Fluency in the written and oral use of the English language.
- Excellent interpersonal skills.

Must be legally eligible to work in the United States. We do not provide visa sponsorship.

Physical requirements for the position are the ability to sit for extended periods of time and the ability to push/pull up to 50 lbs., lift and carry up to 20 lbs.

Minimal Overnight or out of County travel required (training seminars & special audits).

CLOSING DATE: Open until filled

APPLY: Email resume with Position Title (shown above) in the subject line to:
APPS.HCAO@AUD.HCTX.NET

HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY

APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR DISABILITY